

**Child Support IV-D Updates
Clerk's Summer Conference
July 1, 2015**

I. Invest Updates

- 2015 is the “year of procurements” for INvest
- CSB is drafting 3 separate RFPs, which must receive federal approval then go through a competitive procurement process
 - Quality Assurance (QA)
 - Design, Development, Implementation (DDI)
 - Independent Verification & Validation (IV&V)
- Training and on-site support will be included in the RFPs. To make certain we are meeting the training and on-site support needs of all of our county partners, INvest staff is visiting Clerks and Prosecutors in all 92 counties. Terri Rethlake sent out a letter to all Clerks announcing county visits. As of 6/19/15, INvest staff had visited 31 counties. Thank you for your participation and we look forward to meeting with you.
- Thanks to Terri Rethlake, Christa Coffey, Yvette Runkle, Kittie Keiffer, Shelley Herbert and Derinda Shady for participation on past and present INvest committees.

II. FFY 2014 Performance/Incentive Information Update (OCSE Preliminary Data)

		Ranking
• Paternity Establishment	103.60%	15 th
• Support Order Establishment	92.32%	6 th
• Current Collections	63.27%	25 th
• Cases Paying on Arrears	70.31%	6 th
• Cost Effectiveness	\$5.69	20 th

Overall ranking FFY 2014 – 9th

Overall ranking FFY 2005 – 34th

III. Security

- IRS Triennial Audit – September 1-3, 2015
- Reminder that new Cooperative Agreements have larger Security/Confidentiality section because of additional federal (IRS, SSA, OCSE) requirements
- CSB County Security Administrator (CSA Training) is being enhanced
- Encryption Project underway
 - Encryption of “data in transit”
 - Transition from MochaSoft to Client Access emulation software
- Microsoft XP issue – no longer supported, security risk, and encryption will not work, therefore counties must upgrade

IV. INSCCU (State Disbursement)

- New vendor Informatix started processing paper payments on May 14, 2015
- INSCCU address information (P.O. boxes) where payments are mailed did not change
 - NCP Payments: INSCCU, PO Box 7130, Indianapolis, IN 46207-7130
 - Employer Payments: INSCCU, PO Box 6219, Indianapolis, IN 46206-6219
 - Annual Support Fee (ASFE) Payments: INSCCU, PO Box 6271, Indianapolis, IN 46206-6271

- New State Contract Manager over INSCCU – Jamie Kencke. Jamie.Kencke@dcs.in.gov or 317-439-1213
- Contact Jamie to obtain business cards with INSCCU NCP Payment P.O. Box address

V. Tool Rollout and Training – “IV-D Expenditure Online Forms Tool”

- 83 County Clerks are registered in the application as of today (64 Clerks have successfully submitted the May 2015 MEC online)
 - Complete the MEC, QIE, and QIB online
 - Submit a soft copy of the MEC, QIE, and QIB online
 - Still need to send via mail, fax, or scanned/email signed MEC, QIC, and QIB to DCSAOInquiries@dcs.in.gov
 - Any issues or questions about using this application, contact Lori Tolliver (Lori.Tolliver@dcs.in.gov or 317-232-4930) or DCSAO (DCSAOInquiries@dcs.in.gov)
 - Contact Lori.Tolliver@dcs.in.gov if you have not been trained and need to be set up in the application.
 - Even if you have a vendor completing your forms, you need to have at least one person from the Clerk’s office trained on this application
- Contacts for questions related to monthly expense claims or incentive expenditure reporting
 - DCS Accounting Operations – DCSAOInquiries@dcs.in.gov
 - CSB Monitoring Team mailbox – csbaudit@dcs.in.gov
 - Adam Norman, Assistant Deputy Director, Monitoring & Auditing – Adam.Norman@dcs.in.gov or 317-504-0413

VI. Credit/Debit Cards Statewide Service for Non-Custodial Parents

- State Website
 - Visa, Master Card, American Express, Discover
 - 2.25% convenience fee
 - Accessible via IVR or Web (1-855-972-9427 or ChildSupportBillPay.com/Indiana)
- Advantages
 - Less Bank Reconciliation for Clerks
 - E-disbursement for CPs
 - Typically cheaper for NCPs
- Total amount processed on State website since December 2012 - \$62.7 million
- Average monthly numbers processed on the State website
 - Transactions – 12,636
 - Amount processed - \$2 million
- Contact your regional field consultant to obtain business cards containing the credit/debit card state website information

VII. ISETS Monthly Bank Reconciliation

- Reminder that Cooperative Agreement requires monthly bank reconciliation to be performed monthly and in a timely manner, and should never be more than 3 months behind.
- Contact ISETS Help Desk with questions on bank reconciliation (1-800-876-4515 or isetshelpdesk@dcs.in.gov)

VIII. ASFE

- ASFE Notices to NCP mailed the week of January 19th for 2015 ASFE charge due to the State. Payment due by 6/30/15.
- If not paid, an ASFE income withholding order will be sent to the NCP's employer in July 2015 (a webmail will be sent to inform counties when they are mailed out)
- 66% of IV-D ASFE monies collected are due to the federal government as program income.
- Clerks can only collect for ASFE charges still owing from the beginning of the court order through year 2011. ***ASFE charges from 2012 to present are due to the State.***
- Based on 6-year statute of limitations (SOL), Clerks would only be able to collect fees still owing from 2010-2011. *This is at the Clerk's discretion whether they want to collect the total amount or only collect what is due based on SOL.*
- The ASFE Balance Report on the ISETS Data Warehouse has been changed to add an additional column titled 'County Portion of ASFE Balance Accrued 2010-2011'. You can request a copy of this report through your regional field consultant or the ISETS Help Desk.

IX. Financial Updates – New Information and Reminders

- Available Guidance on the Child Support Resources Website (CSR) under 'IV-D Claims – Incentives' link
 - Administrative Claiming Guide and Appendices
 - Interim Guidance Documents
 - Monthly Expenditure Claim Form (MEC)
 - Quarterly Incentive Expenditure Form (QIE)
 - Quarterly Incentive Balance Form (QIB)
 - Claim Training Documents
 - Links to Federal Guidelines
 - Most Recent County Quarterly Incentive Balances
 - Guidelines for Meetings and Conference Expenditures
 - Updated Federal Rules Regarding Use of Vehicles as a Fringe Benefit
 - Personnel Expenditures Documentation Requirements Powerpoint and Guidance
- Upcoming Guidance Currently being Developed
 - Requirements for paying bonuses and other fringe benefits
 - Requirements for construction/major renovation costs
- Coming soon – On-site Quality Assurance (QA) reviews. Pilot reviews soon to identify best process. If your county is selected, you will be contacted with information needed.
- Forms to send to DCS Accounting Operations
 - These forms now require a separate preparer and certifier. These changes were enacted after State Board of Accounts recommendation to improve internal controls.
 - Monthly Expenditure Claim (MEC) – soft copy due by the 10th day after the end of each month. Signed hard copy due by the 17th day after the end of each month.
 - Quarterly Incentive Expenditure Report (QIE) – soft copy due by the 10th day after the end of each quarter. Signed hard copy due by the 17th day after the end of each quarter.
- Funding Streams
 - Federal Financial Participation (FFP) at 66%
 - Performance Based Incentives
- Incentive Rules/Guidelines
 - May only be used for IV-D expenditures

- Purpose is to improve the IV-D program
- Must be used to supplement **not** supplant Title IV-D child support budgets (See 45 CFR 305.35 Reinvestment)
- Types of costs eligible to be paid with FFP and incentives are basically the same (See 45 CFR 304 and 45 CFR 75)
- Expenditures must be appropriate and reasonable; only relatively few items are specifically prohibited
- Expenditures of incentives are not reimbursable
- CSB encourages county officials to collaborate on spending from all incentive accounts
- Expenditures do not require appropriation by county fiscal body (*unless increasing \$ for an elected official*) See *IC 31-25-4-23(b)*
- Expenditures must meet county rules for spending
- Cash Basis
 - Report expenditures on a *cash basis* (item has already been paid by the County Auditor)
- Use your Clerk ARRA Incentive funds prior to your Clerk Regular Incentive funds (half of the Clerks have already spent all their ARRA funds)